

INDEX TO VOLUME 39

BUSINESS EDUCATION WORLD

SEPTEMBER, 1958-JUNE, 1959

- Accounting, S 29, Mr 34, Ap 36, Jn 30
- ACTIVITIES TO ADD INTEREST:**
Awards, S 18, O 25, My 33;
Classroom assistants, O 23; EDP
studies, My 35; Field trips, S
28, O 24, N 37; GB programs,
Ap 34; Interviews, O 24; Job
incentives, O 25, D 20; Mimeo-
graphing jobs, My 36; Retailing
programs, S 26, Mr 14; Short-
hand bulletin boards, S 17;
Speech programs, Ja 29-31;
Surveys, My 34; Visits to stores
and offices, S 28, Mr 14, My 34;
Work programs, O 25, D 20;
see also Teaching Aids, page 39
- Adult education, My 31, Jn 16
- Arithmetic, see Business Arithme-
tic
- Attitudes, S 29, O 12, D 4, F 18,
Ap 32, My 8, 28
- Automation, Ja 14, Mr 11, 16, 24,
47; My 7, 14, 30
- Awards for business educators, S
48, 49; O 47; Ja 38; F 42; Ap
48; My 41, 42
- Awards for students, S 52, 53, Ja
38, My 43
- Baggett, Harry W., Jr., Plan your
Business-Machines Room Logi-
cally, Ap 24
- Before and After: Broome Techni-
cal Community College, N 20;
Linton High School, N 14; Ma-
donna High School, N 18; St.
Vincent Ferrer High School, N
22
- Belgian economy and education,
Ap 18
- Berns, Sylvia A., How Short Can a
Shorthand Course Be? O 28; In
Defense of Enforcing Correct
Shorthand Outlines, Ja 13; We
Must Believe in Our Students,
My 28
- Blanchard, Carroll H., Jr., Dicta-
tion by Phone, F 14
- Bookkeeping, see page 39
- Broome Technical Community Col-
lege (Binghamton, New York),
Before and After, N 20
- Bulletin boards, S 17, 33; D 30;
My 33, 36; Jn 20
- Burras, Darrell V., Let's Grade Be-
ginning Typists for Technique,
My 19
- Business arithmetic, O 17, D 30,
Ja 22, Mr 16, My 20, Jn 30
- Business Education in the U. S.
and in Great Britain, D 24
- Business English, S 10, 15, 52; N
4; D 7; Ja 20; Mr 6-10; Ap 5;
see also Teaching Aids, page
39
- Business law, S 42; O 34, 38; N
32, 40; D 30, 33; Ja 29; F 37;
Mr 33; Ap 39; My 27, 32, 35;
Jn 29
- Business Law Poster-Playlets: All
or Nothing, D 33; A gift for
- Business Law Playlets (continued)
Carl, Jn 29; Colorless Contract,
Mr 33; Costly Scent, O 38; Dog
Gone, Ja 29; Major or Minor,
S 42; My Word's My Bond, F 37;
Off the Hook, My 35; Out on
a Limb, N 40; Untimely Suit,
Ap 39
- Business machines room, Ap 24
- Business Teacher as a School Busi-
ness Manager, S 20
- Business Teacher's Problem Clinic,
S 6, O 5, N 5, D 5, Ja 3, F 4,
Mr 3, Ap 5, My 3, Jn 2
- Butler, Ellen, Let's Not Sell Our
Students Short, D 4
- Calculator instruction, Mr 16
- Calder, William, The Quality Ap-
proach to Typing, D 12, Ja 16,
F 26, Mr 26
- Career Planning Can Be Fun
(skit), Ap 17
- Careers, S 20, Ap 17, My 24; see
also Teaching Aids, page 39
- Casebier, Eleanor, Profile of a
Typical Secretary, O 26
- Castel, George, What Seniors Don't
Know can Hurt Them, Ap 11
- Chicago Business Colleges (Bryant
& Stratton and Stenotype)
bought by LaSalle Extension
University, O 45
- Church schools, N 43
- Classroom Organization, S 33, 34;
F 18
- Computer training, Ja 14, Mr 16,
47
- Computing center at Drexel Insti-
tute, Mr 47
- Conant Reports, S 47, My 13
- Conferences and Workshops, Ap
50, My 45
- Consumer Credit, F 17
- Consumer Reports, A, O 40
- Contests, S 52, O 45, Ja 38
- Convention Calendar, O 46, F 46
- Conventions, see Professional Re-
port, Groups
- Cooper, Janet, A Party for Miss
Mac, F 39
- Copeland, Ivy, Career Planning
Can Be Fun, Ap 17
- Corrections, N 8
- Court reporting now offered at
DePaul University, Ap 47
- C.P.A. requirements, Jn 34
- Curricula, D 24, My 25
- Data processing, S 33, Ja 14, Mr
47, Ap 52, My 30
- Deficiencies, S 52
- Desk of Her Own, A, D 35
- Developing the "Competency of
Parties" Concept, N 32
- Device for Business Arithmetic, A,
Ja 22
- Devices Designed for Distributive
Education: The How's of Sales-
manship, O 19, Mr 23
- Devices for successful teaching, D
30
- Dictaphone's new educational
director, Jn 34
- Dictation material, S 43, 44; O
36, 39; N 39, 41; D 34, 35; Ja
31, 32; F 38, 39; Mr 32, 38; Ap
40, 43; My 34, 39; Jn 28, 32
- Discipline, F 18
- Displays, S 17, D 30, Jn 20
- Distributive Education, see page
39
- Dodge, Robert E., Retailing Stu-
dents Carry Out a Promotion,
Jn 10
- Dreyfack, Raymond, The Slave
Driver, S 45; Thoughtful Ada,
Mr 38; Trusting Soul, N 41
- Duties and qualifications of office
workers, Ap 11
- Economics, F 17, Ap 18; see also
Teaching Aids, page 39
- EDP and the Educator: Sources,
My 30
- ELECTRIC TYPING:** Changing from
manuals to electrics and vice
versa, S 37; Electric Typewriting
Lab, My 38; Production typing,
Mr 36; Seven essentials in
teaching electric typing, N 36;
Speed building, Ja 30; Teaching
techniques, N 38
- Electronic Computers at Kansas
University, Ja 14
- English, see Business English
- Equipment and supplies, see page
39
- Feather, James R., How to Teach
Speech in Business English, Ja
20
- Filing, Mr 15; see also Equipment,
page 39
- Films, see Teaching Aids, page 39
- Flash Readings, S 46, O 41, N 42,
D 39, Ja 34, F 40, Mr 39, My
40, Jn 33
- Foster, Charles W., The Business
Teacher as a School Business
Manager, S 20
- Freeman, M. Herbert, The Busi-
ness Teacher as a School Busi-
ness Manager, S 20; How to
Teach Journalizing, N 31; How
to Teach the First End-of-Fiscal-
Period Work, F 31
- General Business, O 34; D 23, 30;
Ap 34, Jn 25
- Geography, Jn 25; see also Teach-
ing Aids, page 39
- Gibson, E. Dana, Office Automa-
tion Means a Revolution in Busi-
ness Education, Mr 24
- Gifted Child in Business Educa-
tion, The, O 24
- Goldsmith, Samuel, A Simplified
Typewriting Grading Plan, Ap 13
- Graded readings, S 46, O 41, N
42, D 39, Ja 34, F 40, Mr 39,
My 40, Jn 33
- Grading, N 7, Mr 3, Ap 13
- Grading Tip for a Harried Teach-
er, A, N 7
- Grants to schools, D 36, Ja 10, Ap
45, My 41
- Green, Helen H., In Case You
Get Around to Curriculum, Jn
13; Just Between Us, S 39;
O 35; N 37; D 31; Ja 27; F,
Mr 35; Ap, My 37, Jn 31
- Gregg, the System of Champions,
Ap 27, 28
- Gregg, John Robert, Award, F 42,
Ap 48
- Gregg, Mr., and the Boy from
Boston, Ap 43
- Grooming, see Teaching Aids, page
39
- Guidance, S 20, O 8, Mr 13, Ap
11, 17, 32; see also Teaching
Aids, page 39
- Haga, Enoch J., EDP and the Edu-
cator: Sources, My 30; Teach
Bookkeeping Statements by An-
alogy, Mr 11
- Hale, Ethel, Let Your Typing
Students Compete, Jn 23; Make
General Business Different, Ap
34; We Make Them SIT UP in
General Business, D 23
- Handwriting, N 43
- Hanna, J. Marshall, How to Teach
the First Units in Bookkeeping,
O 15; How to Teach the Trial
Balance, Ja 23
- Hansen, Kenneth J., So You Have
to Write a Research Paper . . .
Ap 20
- Hart, Ethel, Career Planning Can
Be Fun, Ap 17
- Hart, W. Kimball, Jr., Let Law
Students Argue "Close" Cases,
My 32
- Hecht, Joseph C., How to Open a
School Store, S 26
- Hicks, Charles B., New-Matter
Dictation with Previews, S 43, O
36, N 39, D 34, Ja 31, F 38,
Mr 32, Ap 40, My 34, Jn 28
- Hints for Saving Time and Money,
My 10
- "How Do You Teach Adults?"
My 31
- How NOMA's Spelling Project
Works, S 35
- How to Teach Speech in Business
English, Ja 20
- Ice-Breaker, The, My 39
- In Case You Get Around to Cur-
riculum, Jn 13
- International Economics Course,
Ap 18
- It's Time to Act on National Unity
in Business Education, D 11
- Job classifications, Ap 29, 31
- Job of the school, Ap 45, My 13
- Jones, I. Virginia, Typing Stand-
ards: Business vs. School, Ap 29
- JUST BETWEEN US: Absence

Just Between Us (continued)

excuses, Mr 35; Air Force Finance Center operations, N 37; Alive or dead? S 39; De-featist, Jn 31; Doing a better job, Ap 37; Effective teaching (8 steps), O 35; Frustration, Jn 31; Goals should be reasonably attainable, Jn 31; Habit, Ja 27; Implications for teaching, N 37, D 31, Mr 35; "The Important Book," F 35; Influence of teacher on students' lives, My 37; Motivation, F 35; New or different, S 39; Personalized attention, S 39; Regimentation, O 35; Seemingly good ideas, Ap 37; Teachers are wonderful, S 39; "Terrible Miss Dove," O 35; Work experience, D 31
Just Think . . . D 39

Kahn, Gilbert, How to Teach Pestings, D 27
Keep an Eye on You, O 41
Kennedy, Calvin, Teach Calculator Theory to Help Train Computer Operators, Mr 16
Kiley, Margaret A., A Grading Tip for a Harried Teacher, N 7
Klanit, Edward J., The New Girl, O 39
Knaak, William C., Devices Designed for Distributive Education, O 19, Mr 23; The HOW's of Salesmanship, O 19, Mr 23
Krause, Ruthetta, Job Instruction Sheets Teach Machine Fundamentals, My 21

LaSalle Extension University buys Bryant & Stratton and Stenotype School of Chicago, O 45
Law, see Business Law
Let Law Students Argue "Close" Cases, My 32
Let's All Teach English, S 15
Let's Motivate Teacher, Too, O 10
Let's Not Sell Our Students Short, D 4

Letters to the Editor, (Barnhart) (Sr. Marie Vincent) (Swanson) S 14, (Englander) (Jacobson) My 7

Lewis, Harry, To Review or Not to Review? My 20; Windfall: Tax Forms in Unlimited Quantities, Ja 22

Liberal Arts and Vocational colleges, O 43

Library Instruction, F 7
Linton High School (Schenectady, New York) Before and After, N 14

Lomax, Paul S., It's Time to Act on National Unity in Business Education, D 11; What Should Business Teachers Do About Office Automation? My 14

Love, Claude D., Let's All Teach English, S 15

Mackin, Patricia E., A Student Teacher Tries Her Wings, S 21
Madonna High School (Aurora, Illinois) Before and After, N 18
Make General Business Different, Ap 34
Make Them SIT UP in General Business, D 23

Malahan, Andrew J., Tapes are Tops, My 27
Management, S 20; O 33, 34; D 30, Ap 36

Marguerite, Sr. M., What's the Best Age Level for Learning Shorthand? D 16

Marietta, E. L., The Teacher's Professional Filing System, Mr 15

Marshall, Margaret, Vacation with Pay, Jn 32

Maskiewicz, Helen S., Profile of a Business Teacher, My 24

Mathematics, see Business Arithmetic

Mathis, Charles V., Hints for Saving Time and Money, My 10
Matter of Taste, A, F 40
McAfee, B. C., The Ice-Breaker, My 39
Mental Hygiene, Ap 32
Merchandise sources, S 43
Merchandising, S 26, D 30, Mr 13
Milham, George E., SP Plus CP Equals What? Jn 9
"Miss Secretary of 1958," S 49, 53
Misspelled words, F 22
Modernize Now for Growth, O 8, N 13
Money, Jn 33
Morris, Taylor I, Jr., The Winding Road of Consumer Credit, F 17
Most Misspelled Words in Business, F 22
Motivation, O 10, 19; Mr 23
Moving Day, Mr 39

National Council for Business Education, D 11
National Unity in Business Education, D 11, My 42
Neatness Habit, The, N 42
Neeley, Floy Wade, A Desk of Her Own, D 35
New Business Equipment, S 54, O 48, N 50, D 40, Ja 40, F 48, Mr 48, Ap 52, My 48, Jn 5
New Girl, The, O 39
New-Matter Dictation with Previews, S 43, O 36, N 39, D 34, Ja 31, F 38, Mr 32, Ap 40, My 34, Jn 28
No Problems, My 8
NOMA "Business Teacher of the Year," S 48
NOMA Day at the Office, S 28
NOMA projects, S 28, 35
Norwood, Carolyn V., Typing Standards: Business vs. School, Ap 29

Obituaries, S 48; N 44, D 37, Ap 45

Office Automation Means a Revolution in Business Education, Mr 24

Office Practice, see page 39
OGA Test Keys (Junior and Membership), S 46, O 40, N 42, D 35, Ja 40, F 48, Mr 38, My 40, Jn 33

Only the Beginning, S 44

Ottley, Margaret, Just Think . . . D 39; Keep an Eye on You, O 41; The Neatness Habit, N 42; You're on Your Own, S 46

Ounce of Prevention. . . An, F 18
"Outstanding Business Woman of the Year," S 49

Overhead Projectors Used in Television Shorthand Classes, My 18
Overseas teaching jobs, Ja 35

Pace, Ruth, NOMA Day at the Office, S 28

Party for Miss Mac, A, F 39

Pasqualini, Francois, I Tried My Hand at Court Reporting, Mr 18; Let's Sell Shorthand to the Layman, O 18

Pavlu, Roberta G., A Matter of Taste, F 40; Money, Jn 33; Moving Day, Mr 39; T.I.P., My 40; To Make or Break, Ja 34
Personality, My 37, 41

Personnel practices, O 33, Ja 7
Phillips, John, A Calendar of Shorthand Bulletin Boards, S 17
Philosophy of education, Ja 35

Picard, Polly Ann, a "Reference Round Robin" Streamlines Library Instruction, F 7; Try a Travel Project, Jn 25

Plan '59—Modernize Now for Growth, O 8, N 13

Plays, F 34, Ap 17

Policies commission for Business and Economic Education, Mr 41

Posters, S 42, O 38, N 40, D 33, Ja 29, F 37, Mr 33, Ap 39, My 35, Jn 29

Practice not Panacea, S 23

Practice teaching, S 21

Price, G. Baley, The University Gets Double Value from its Electronic Computer, Ja 14

PROBLEM CLINIC: Business Arithmetic problems, F 4; Controversy between Business and English departments, S 6, O 5, D 6, Ja 3, Ap 5-9; GI wants job guidance, O 8; Grading letters, S 10; Grading office-practice work, Mr 3, My 3; Handicapped students, Ap 5, Jn 2-4; Office-practice plans, Mr 3, My 3; Using shorthand after graduation, S 10, N 5, D 5, Mr 3

Problem students, My 28

Production, Ap 14

PROFESSIONAL REPORT:

General, S 52, O 45, Ap 48, My 43, Jn 36
Groups, S 49, O 44, N 44, D 37, Ja 36, F 44, Mr 41, Ap 46, My 42, Jn 35
News Spotlight, S 47, O 43, N 43, D 36, Ja 35, F 41, Mr 41, Ap 45, My 41, Jn 34
People, S 47, O 43, N 43, D 36, Ja 35, F 41, Mr 41, Ap 45, My 41, Jn 34
Schools, S 52, O 44, N 48, Mr 47, Ap 47, My 43

Profile of a Business Teacher, My 24

Profile of a Typical Secretary, O 26

Projects, F 7, Jn 25

Proofreading, Ja 17, Mr 28, My 6

Public Speaking, Ja 20

Punctuation, S 6; D 6; Ja 4, 25; Mr 10; Ap 42

Put Mental Hygiene to Work, Ap 32

Rainey, Bill G., Why the High Mortality Rate in Bookkeeping? S 29

Rains, Clellan C., Teaching Shorthand by Television, My 15
"Reference Round Robin" Streamlines Library Instruction, A, F 7

Repeating grades, Jn 34

Research, Ap 20

Research conference, Mr 41

Retailing, S 26, D 30, Mr 13, Jn 10, 30

Reviews in arithmetic, My 20

Richert, G. Henry, Teachers and Businessmen Learn About Belgium, Ap 18

Ristau, Robert A., The High-Achievement Student in Bookkeeping: a Challenge, Ap 22

Rivers, Cora, Typing Standards; Business vs. School, Ap 29

Roberts, Margaret S., The Quality Approach to Typing, D 12, Ja 16, F 26, Mr 26

"Rocket" Duplicator Job Instruction Sheet, My 22

Rosenblum, Irving, Business Law Poster-Playlets, S 42, O 38, N 40, D 33, Ja 29, F 37, Mr 33, Ap 39, My 35, Jn 29

Ross, Charlotte and Don, The Waiting Man, Ja 32, F 40

"Routine" Suggestions, O 12

Rowe, John L., Readin', Typin', and 'Rithmetic, D 28, Ja 9, F 19, Mr 19; Work Experience: the Pros and the Cons, S 22, O 30

Sack, Elizabeth, We Bridge the Gap Between School and Work, D 20

Saint Vincent Ferrer High School (New York City) Before and After, N 22

Salaries, Ja 35, Ap 11; My 25, 41, 43

Salesmanship, S 26, O 19, Mr 23, My 36

Sample Job Instruction Sheet, My 22

Sanders, Frank F., How NOMA's Spelling Project Works, S 35

Satlow, I David, Developing the "Competency of Parties" Concept, N 32; An Ounce of Prevention, F 18; Put Mental Hygiene to Work, Ap 32; Teach One Thing at a Time in Bookkeeping, Jn 18

Sawatzky, Jasper J., How the Small School Can Combine Advanced Typing, Shorthand, S 34

Scholarships, S 52, 53; O 45, Ja 26

Schoolteacher's Lament (poem), N 8

Schwartz, Dorothy H., Shorthand Does Not Equal Stenography, F 13; Teaching is a Personal Invention, D 18

Scolnick, Arnold, Why Not Train Junior Retailing Executives in High School? Mr 13

Secretarial activities, O 27, 33

Secretarial practice, see Office Practice

Secretarial workshop, S 52, N 48

Secretaries Week, Mr 41

Selden, William, Why Use Electrics? S 30

Shapard, Ellen, Teaching Shorthand by Television, My 15

Shorthand, see page 39

SHORTHAND CORNER: Adaptability, Jn 27; Approach, S 41;

Awards program, My 33; Dictation, D 29, Ja 25, Jn 27;

Dictionary drill, Ap 35; First day, O 37; First month, S 41;

Frustration, Jn 27; Homework, N 35; June resolutions, Jn 27;

Key section of textbook can be instantly accessible, S 41; Interruptions, Jn 27; Lesson planning, Jn 27; Motivation devices, My 33; Pen or pencil, O 37;

Praise, Jn 27; Preview, D 29; Reading approach, O 37; Second semester, F 33; Skipping lessons, N 35; Speed practice, D 29, F 33; Techniques, S 41;

Transcription, Ja 25, F 33, Mr 31, Ap 35; Writing approach, O 37

Sister M. Therese, O.S.F., Bulletin Boards for Typing and Office Practice, Jn 20

Skipping grades, Jn 34

Slave Driver, The, S 45

Small classes, Ap 45

Smith, Helen M., The Gifted Child in Business Education, O 24

So You Have to Write a Research Paper, Ap 20

SP Plus CP Equals What? Jn 9

SPECIAL SECTIONS: Plan '59: Modernize Now for Growth — Before and After, N 14-22, Build Up Office-Practice Equipment by "Corners," N 24, Television, N 27, What Educators Say, N 28; Summer Schools: Courses and Special Events, Ap 49, My 44

SPECIAL SERIES: The Quality Approach to Typing, D 12, Ja 16, F 26, Mr 26; Readin', Typin', and 'Rithmetic, Ja 9, F 19, Mr 19; Teaching the Fundamental Elements of Bookkeeping, O 15, N 31, D 27, Ja 23, F 31; Work Experience: the Pros and Cons, S 22, O 30

Speech training, D 30, Ja 20

Spelling, S 15, 35, 52; O 34; N 4; Ja 25; F 22; Ap 35; My 8, 9

Stahl, Celia G., Shorthand Corner, S 41, O 37, N 35, D 29, Ja 25, F 33, Mr 31, Ap 35, My 33, Jn 27

Statement of Ownership, Management, and Circulation, D 8

Steinberg, Harlene, "How DO You Teach Adults?" My 31

Stella, Mary, Teaching Shorthand by Television, My 15
Stokowski, Leopold, Notes from His Secretary, Ja 32
 Student Teacher Tries Her Wings, A, S 21
 Success of an Idea, The, Ap 26
 Summer activities, F 41, Jn 13
 Summer School Directory, F 16, Mr 33, Ap 49, My 44
 Superior Students, O 24, Ap 22

Tapes are Tops, My 27
 Tax Forms in Unlimited Quantities, Ja 22

Teach Calculator Theory to Help Train Computer Operators, Mr 16

Teacher Around the Corner, The, D 13

"Teacher" being dropped from college names, Jn 34

Teacher Down the Hall, The, D 13

Teacher Up the Hall, The, D 13

Teacher's Mother Goose (poem), N 8

Teacher's Professional Filing System, The, Mr 15

Teachers and Businessmen Learn About Belgium, Ap 18

Teachers' problems, S 6, O 5, N 5, D 5, Ja 3, F 4, Mr 3, Ap 5, My 3, Jn 2

Teaching Aids, see page 39

Teaching is a Personal Invention, D 18

Teaching techniques, S 14, 30, 41; D 30, My 28

Television, S 47; N 27; D 36; My 15, 43

This Business of Automation, My 7

This Firm Hired New Personnel Before Moving Its Headquarters, Ja 7

Thoughtful Ada, Mr 38

Through the Camera Eye, S 53, O 47, N 49, Ja 38, My 47

Timed study of secretary's job, O 26

T.I.P., My 40

Titkemeyer, Agnes, A List of the Most Misspelled Words in Business, F 22

To Make or Break, Ja 34

To Review or Not to Review? My 20

Today's Secretary Dictation Transcript, S 44, O 39, N 41, D 35, Ja 32, F 39, Mr 38, Ap 43, My 39, Jn 32

Transcription, see Shorthand column 3

Travel project, Jn 25

Trusting Soul, N 41

Try a Travel Project, Jn 25

Tuition fees, O 43

Typewriting, see page 40

Underwood appoints new Business Education Department manager, Mr 41

Unification of business education associations, D 11

University Gets Double Value from Its Electronic Computer, Ja 14

Unruh, Ruth, "Routine" Suggestions, O 12

Vacation with Pay, Jn 32

Waiting Man, The, Ja 33, F 40

Walker, Josephine C., Only the Beginning, S 44; Stokowski, Leopold, Notes from His Secretary, Ja 32

Ways and Means of Challenging Superior Students to Exploit Their Ability, O 24

We Must Believe in Our Students, My 28

Wenban, Francis T., Business Education in the U.S. and in Great Britain, D 24

What Educators Say, N 28

What Have You Found? D 14

What Seniors Don't Know can Hurt Them, Ap 11

What Should Business Teachers Do About Office Automation? My 14

White, Jane F., Teaching Aids, S 38; O 34; N 36; D 30; Ja 26; F, Mr 34; Ap 36; My 36; Jn 30

Windfall: Tax Forms in Unlimited Quantities, Ja 22

Winding Road of Consumer Credit, The, F 17

Witherow, Mary, Let's Motivate Teacher, Too, O 10; No Problems, My 8

Wood, Marion, Electric Typing, S 37, N 38, Ja 30, Mr 36, My 38; How One Class Mastered Proportionally Spaced Typing, O 21

You're on Your Own, S 46

BOOKKEEPING

Bookkeeping filmstrips, Mr 34

High-Achievement Student in Bookkeeping: a Challenge, Ap 22

Teach Bookkeeping Statements by Analogy, Mr 11

Teach One Thing at a Time in Bookkeeping, Jn 18

Teaching devices, D 30, Ap 23

Teaching the Fundamental Elements of Bookkeeping—End-of-Fiscal-Period Work, F 31; First Units, O 15; Journalizing, N 31; Posting, D 27; Trial Balance, Ja 23

Why the High Mortality Rate in Bookkeeping? S 29

See also Teaching Aids, column 4

DISTRIBUTIVE EDUCATION

Devices Designed for Distributive Education, O 19, Mr 23

How to Open a School Store, S 26

How's of Salesmanship, The, O 19, Mr 23

Retailing Students Carry Out a Promotion, Jn 10

Teaching techniques, O 19, Mr 23

Why Not Train Junior Retailing Executives in High School? Mr 13

See also Teaching Aids, column 4

EQUIPMENT

Accounting machine, Jn 5

Adding machine chart, O 45

Adding machines, S 54, O 48, D 40, Ja 40, Mr 48, Jn 5

Blackboards, S 33, O 48, N 50

Bulletin boards, Mr 48

Bulletin-board letters, D 40

Cabinets, Mr 48

Calculators, N 50, Mr 48

Carbon paper, S 33, Mr 48, My 48

Cash register, O 48

Chalkboard and easel, S 33, O 48

Chart-Pak, N 50

Classroom furniture, Jn 6

Copyholders, S 33, Jn 5

Correction chalk, D 40

Cuing device for record players, Jn 5

Cupboards, S 33

Cutting boards, F 48, Ap 52, My 48

Data-processing device, Ap 52

Desk tray, O 48

Desks, S 54, O 48, N 50

Dictation-transcription machines, O 48, D 40, Jn 5

Duplicating master, My 48

Duplicators, D 40, F 48, Mr 48, Ap 52, My 48

Erasers, S 33, N 50, Jn 5

Files, S 38, O 48, N 50, F 48, Mr 48, Ap 52

Film care booklet, Jn 5

Filmstrip viewer, Ap 52

Grading stamps, D 40

Interchangeable typewriter keys, Ap 52

Lamination sheets, Ap 52

Machine Dictation Package, O 48

Mimeograph, N 50

Paper cutter, F 48, Ap 52, My 48

Pegboard, Mr 48

Pegboard clip, Jn 5

Pens and pencils, N 50

Photocopy machines, F 48, Jn 5

Picture and sound generator, Ja 40

Planacopy, F 48

Posture chairs, S 54

Projection lamps, Ja 40

Projection screens, Ja 40

Projectors, O 48, N 50, D 40, Ja 40, F 48, My 48

Radio for classroom, Jn 5

Reusable photocopy negatives, F 48

Ribbons, S 33, O 48

Rubber bands, N 50

Rubber cement pasteur, Mr 48

School records, Ap 52

Slide projector, D 40

Slide sorter, S 54

SoundScriber portable, D 40

Splicing magnetic tape, D 40

Stencil duplicating products, Mr 48, My 48

Stopclock, Ja 40

Tack-N-Taker, S 54

Tape applier, Ap 52

Tape clips, O 48

Tape recorders, S 54, O 48, N 50

Tape threader, D 40

Timer, Ja 40

Trayvac, F 48

TV receiver for classrooms, D 40

Type cleaner, Mr 48

Typewriters, S 54, Mr 48

OFFICE PRACTICE

Bulletin Boards for Office Practice and Typing, Jn 20

Co-operative vs. Simulated Work Programs, S 23, O 31

Dictation by Phone, F 14

Duplicator technique, Ja 26, My 22

Electronic Data Processing (EDP), My 30

Grading office-practice work, Mr 3

Job Instruction Sheets Teach Machine Fundamentals, My 21

Letter styles, S 6, 18; D 8, Mr 10

Mimeographing, Ja 26, My 21

Mixing secretarial and clerical practice, Jn 9

NOMA Day at the Office, S 28

Office-Practice Equipment: Build It Up by "Corners," N 24

Plan Your Business-Machines Room Logically, Ap 24

Practice not Panacea, S 23

Rotation plan, N 26, Mr 3

Simulated work experience, S 24, O 31, D 20

SP Plus CP Equals What? Jn 9

Telephone techniques, D 31

Ways and Means of Challenging Superior Students to Exploit their Ability, O 24

We Bridge the Gap Between School and Work, D 20

We Make Them SIT UP in General Business, D 23

Work Experience: the Pros and the Cons, S 22, O 30

See also Teaching Aids, column 4

SHORTHAND

Awards, S 18, My 33

Bulletin boards, S 17, My 33

Calendar of Shorthand Bulletin Boards, A, S 17

Combining Shorthand and Advanced Typing, S 34

Correct outlines, Ja 13

Devices to add interest, S 17

Dictating at different speeds simultaneously in the same room, Jn 16

Dictation material, see New-Matter Dictation with Previews

Dictation Transcript for shorthand in Today's Secretary, S 39, O 39, N 41, D 35, Ja 32, F 39, Mr 38, Ap 43, My 39, Jn 32

Exhibits, S 17

Graded readings, Chapters 1-3, S 46, F 40; 1-4, O 41, Mr 39; 1-6, N 42; 1-8, D 39, My 40; 1-10, Ja 34, Jn 33

How Short Can a Shorthand Course Be? O 28

I Tried My Hand at Court Reporting, Mr 18

In Defense of Enforcing Correct Shorthand Outlines, Ja 13

Let's Sell Shorthand to the Layman, O 18

New-Matter Dictation with Previews: Automation, Mr 32; Coffee Break, S 43; Filing Systems, Ja 31; How to Quit Work at Five, N 39; Junior Executives, My 34; Lipstick, Jn 28; Lunch Hour, O 36; Office Collections, D 34; Petty Cash, F 38; Take-Home Pay, Ap 40

Previewing, My 47

Reporters' jobs in Civil Service, Mr 41

Shorthand Corner, S 41, O 37, N 35, D 29, Ja 25, F 33, Mr 31, Ap 35, My 33, Jn 27

Shorthand Does Not Equal Stenography, F 13

Shorthand for the Millions, Ap 25

Shorthand Tapes Handle Individual Differences, Jn 16

Shorthand-transcription devices, D 30

Teaching Shorthand by Television, My 15

Teaching techniques, D 30

Telecord dictation, F 14

Television Shorthand Classes (Denver and Detroit), My 15

Transcription, S 18, 19; D 30, My 8

What's the Best Age Level for Learning Shorthand? D 16

Writing position, S 17, 18

See also Teaching Aids, column 4

TEACHING AIDS

Accounting material, Mr 34, Ap 36

Activities, D 30, Mr 34

Advertising, Jn 30

America's forests, My 36

American Government, O 34, N 36, Ap 36, Jn 30

Audio-visual aids, O 34, Ap 36

Award pins, F 34

Basic business, D 30

Beauty guide, Ap 36

Bibliographies (Advertising and Marketing) Jn 30, (Distributive Education) D 30, (forests and forest industries) My 36, (occupations) F 34

Bookkeeping materials, D 30, F 34, Mr 34

Budget material, S 38, O 34, N 36

Bulletin boards and materials, D 30, Mr 34, My 36

Business arithmetic, Jn 30

Business correspondence, My 36

Business English aids, O 34, D 30, F 34, My 36

Business law materials, O 34, D 30

Business Schools in the United States (directory), Ap 36

Business Terms, Ap 36

Calculator kits, Mr 34

Car facts, My 36

Card Caddy, Ja 26

Career charts, Jn 30

Career information on Accounting, Mr 34, Ap 36, Jn 30; College entrance, O 34, Ja 26; FBI, Ap 36; Occupations, F 34, Ap 36; Opportunities, Ap 36, My 36; Planning a career, S 38; Secretaryship, Ap 36; Teaching careers, Mr 34

Company reports, Mr 34

Teaching Aids (continued)

Conservation films and facts, Mr 34, Ap 36

Consumer education materials: Automobiles, My 36; Budgets, S 38, O 34; Business organization, O 34, N 36, D 30, Mr 34, Ap 36; Conservation, Mr 34, Ap 36; Consumer skit, F 34; Consumer problems, F 34; Forest industries, Ap 36, My 36; Investment, O 34, N 36, D 30, F 34, My 36; Money management, S 38, N 36, My 36; Natural resources, Ap 36; Play, F 34; Textiles, D 30

Consumer education skit, F 34
Consumer problems, N 36
Customer relations, Ja 26

DE bibliography, D 30
Display materials, D 30, Mr 34
Dress right, Ap 36
Driver training, Jn 30

Economics, O 34, N 36, D 30, F 34, Ap 36, My 36, Jn 30
Educational materials, (directory) Ja 26, Jn 30

Erasing, Ja 26
Etiquette, O 34, D 30

Family economics, O 34
FBI story, Ap 36

Filing equipment, S 38

Films and filmstrips, (catalogue) O 34, N 36, D 30, Mr 34, Ap 36, My 36, Jn 30

Finance, O 34, N 36, D 30

General Business workbook, D 30

Geography materials, S 38, Mr 34, Ap 36, My 36, Jn 30

Globes, Mr 34

Grading chart, S 38

Grooming, Ap 36

Guidance materials, S 38, O 34, F 34, Mr 34, Ap 36, My 36, Jn 30

Health and recreation, N 36

Human relations, Jn 30

Industrial expansion, My 36

Investment, O 34, N 36, D 30, F 34, My 36

Japanese Business-English magazine, F 34

Language skills, O 34

Machine transcription, N 36

Management, O 34, D 30, Ap 36

Manners, D 30

Mathematics, D 30, Jn 30

Mimeograph booklets, Ja 26

Mineral samples, S 38

Money management, S 38, O 34, N 36

"Money of the World," D 30

Natural resources, Ap 36

Office-management-class aids, D 30

Paper, Types of, Ja 26

Personal relations, Jn 30

Personnel guidebook, D 30

Pictures, My 36

Private business schools standards of practice, Ap 36

Public relations, O 34

Railroads, My 36

Reading service, O 34

Record keeping, O 34

Recreation, N 36

Retailing, D 30, Jn 30

Salesmanship guide, Ja 26, My 36

Satellite Man, The, F 34

Savings and investments, O 34

Scholarships, Ja 26

School papers, N 36

Science, Jn 30

Social Security, F 34, My 36

Social studies, D 30

Soda-fountain operation, Ja 26

Song book, S 38

Source materials, Ja 26, F 34, My 36

Space Horizons, My 36

Speech, D 30

Spelling, O 34

Stocks, N 36, D 30, My 36

Study Board (book and paper holder), Jn 30

Success stories, O 34

"Tap-Tapnik," F 34

Tax file, N 36

Taxes, My 36

Teaching devices, D 30

Textile swatches, D 30

Typewriting devices, D 30, F 34

"Typing Do's and Duds," F 34

Typing posters, F 34

Visual aids, O 34, N 36, D 30, F 34, Mr 34, Ap 36, My 36

Vocabulary power, O 34

TYPEWRITING AND TYPEWRITERS

Advanced typing, S 34

Bulletin Boards for Typing and Office Practice, Jn 20

Devices for use in teaching typewriting, D 30, F 34

Electric Typing, S 30, 37; N 38; Ja 30; Mr 36; My 38

Erasing, Ja 26, My 8

Exhibits, S 17

Football tactics in the typing classroom, Jn 23

Further Tips for a General Typing Classroom, S 33

Grading beginners, My 19

How One Class Mastered Proportionally Spaced Typing, O 21

How the Small School Can Combine Advanced Typing, Short-hand, S 34

Influence of typewriters on education in the elementary schools, D 36

Let Your Typing Students Compete, Jn 23

Let's Grade Beginning Typists for Technique, My 19

Materials for the Quality Approach, Ja 28

Methods of teaching Electric Typing, S 30

New models, (Remington portable) S 34, (IBM electric) Mr 48

Production, Ap 14

Proportional spacing, O 21

Quality Approach to Typing, The, D 12, 28; Activation, Ja 16;

Evaluating and Testing, Mr 26;

Student's Role, F 26

Readin', Typin', and 'Rithmetic, D 28, Ja 9, F 19, Mr 19

Simplified Typewriting Grading Plan, A, Ap 13

Tabulation, O 22

Teaching techniques, S 14, 30

Television classes, N 27

Transcription, S 19

Typing clinic, Ja 38

Typing Objectives, Ja 19

Typing Standards: Business vs. School, Ap 29

Typing Teacher as a Technician, The, S 14

Typing technique, F 34, My 19

Why Use Electrics? Motives and Methods, S 30

World Institute of Typewriting, S 53

See also Teaching Aids, page 39